

All classes are held from
9:00 a.m. to 4:30 p.m.



SKILLS FOR SUCCESS

Courses for CSEA-represented employees

CSEA Central Region 5 - Fall 2017

Computer Basics (SLMS Class Code: P_OE_R5_4202)
October 2, 2017 • Sunmount DDSO • Tupper Lake



Plumbing Advanced (SLMS Class Code: P_OE_R5_4244)
October 11 & 12, 2017 • Central New York DDSO • Syracuse



Blueprint Reading Fundamentals (SLMS Class Code: P_OE_R5_4231)
October 18 & 19, 2017 • SUNY Oswego • Oswego



Stress in the Workplace (SLMS Class Code: P_OE_R5_4225)
October 19, 2017 • SUNY Cortland • Cortland



Carpentry Advanced (SLMS Class Code: P_OE_R5_4232)
October 24 & 25, 2017 • Department of Transportation • Syracuse



Customer Service (SLMS Class Code: P_OE_R5_4226)
October 25, 2017 • Watertown Correctional Facility • Watertown



Microsoft Excel 2013 Basics (SLMS Class Code: P_OE_R5_4223)
November 2, 2017 • Central New York DDSO • Syracuse



Microsoft Word 2013 Basics (SLMS Class Code: P_OE_R5_4224)
November 29, 2017 • Central New York DDSO • Syracuse



Successful Business Writing (SLMS Class Code: P_OE_R5_4239)
December 5, 2017 • Central New York DDSO • Rome



Back Injury Prevention (SLMS Class Code: P_OE_R5_4241)
December 13, 2017 • CSEA Central Region Office • East Syracuse



To view the *Skills for Success* catalog, please visit: www.nyscseapartnership.org

Workforce Development Competencies Key:



Communication & Interpersonal Relations



Professionalism & Self-Management



Critical Thinking & Problem Solving



Reading & Locating Information



**SKILLS FOR SUCCESS
APPLICATION FORM**

APPLICANT INFORMATION

Please print or type.

Name

Identification Number:

New York State Government Employees, please provide your employee identification number (NYS EMPLID is 9 characters long, begins with "N," and can be found on your paystub, located to the left of "Pay Rate").

NYS EMPLID: N _____

Local Government, School Districts, State Authorities, or Private Sector CSEA-represented Employees, please provide your CSEA ID (The CSEA ID is 10 characters long and can be found on your CSEA membership ID card).

CSEA ID: _____

Negotiating Unit

New York State Government Employees (circle one):

- 02** = Administrative Services Unit (ASU)
- 03** = Operational Services Unit (OSU)
- 04** = Institutional Services Unit (ISU)
- 05** = Professional, Scientific & Technical (PS&T)*
- 06** = Management/Confidential (M/C)*
- 47** = Division of Military & Naval Affairs (DMNA)
- Other _____

* Select PS&T and M/C employees are eligible to attend *Skills for Success* classes in select course categories. See #2 on the reverse side for more details.

- OR -

Non-state CSEA-represented Employee – If Local Government, School District, State Authority, or Private Sector CSEA-represented employee, check here .

Current Job Title

Grade

Name of Agency or Organization

Facility

Day Phone ()

Email Address (Must provide at least one)

Home:

Work:

Reasonable Accommodation: All participants are welcome. If you have a disability and need an accommodation, check here . A Partnership staff member will contact you for further information.

COURSE INFORMATION

Title	Date(s)	SLMS Class Code
1.		
2.		
3.		
4.		
5.		

SUPERVISOR APPROVAL

By signing this application I grant this employee release time, without charge to leave credits, to attend the entire course(s).

Supervisor Name (Print or Type)	Supervisor Signature	
Supervisor Email	Supervisor Phone Number	Date

Fax application to: (518) 486-1989 or (518) 473-0056 or mail to:
NYS & CSEA Partnership • Corporate Plaza East – Suite 502 • 240 Washington Ave. Ext. • Albany, NY 12203

NOTE: Course registration deadlines are approximately three weeks before the first day of the course.